

Send with each order! ♦

## BTSB Order Form

♦ Send with each order!

Bound To Stay Bound Books, Inc.  
1880 West Morton  
Jacksonville, IL 62650



Phone # 800-637-6586  
Fax # 800-747-2872  
email [btsb@btsb.com](mailto:btsb@btsb.com)  
[www.btsb.com](http://www.btsb.com)

Bill to: \_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_

email \_\_\_\_\_

☐ Please send a replacement catalog

Purchase order # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Do not exceed \$ \_\_\_\_\_

- ☐ No purchase order number required (firm order)  
☐ Reserve titles and await my purchase order number

☐ Please check if you would like us to contact you for additional titles to reach your do not exceed amount.

### Ordering services

- ☐ Order typing service (Prices quoted are firm for 30 days.) No. of copies \_\_\_\_\_ Return by: ☐ Fax ☐ Mail  
☐ Order status report Return by: ☐ Fax ☐ Mail

### Processing services

- ☐ No processing services or MARC records  
☐ MARC records only  
☐ Free processing package **or** ☐ Use processing on file  
    ☐ Use bar code range on file ☐ Starting bar code number \_\_\_\_\_  
    ☐ Please check if bar code number requested is lower than previous number because you are filling in gaps.  
    ☐ Contact me. My automated system has been upgraded or changed since my last order.  
☐ Order Accelerated Reader® Quizzes for all Accelerated Reader® titles or for titles indicated.  
    AR Quiz Media: ☐ Download ☐ CD-ROM (Format for CD-ROM: ☐ IBM ☐ MAC)  
    (Renaissance Learning requires a minimum order of 20 quizzes and shipping charges are applied for quizzes on CD-ROMs)

- ☐ New build your own processing attached

Please complete pages  
A-E as appropriate.

### Payment method

- ☐ Send invoice  
☐ Check enclosed  
☐ Credit card \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover Card

For security purposes:

Please do not disclose card information. We will contact you by telephone to acquire this information.

Contact name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

### Free shipping (Allow extra time for new Spring and Fall titles. Orders with MARC records are limited to 2 shipments within 60 days)

- ☐ Standard (Ship immediately, continue to ship as available. Backorders are canceled 60 days from the date the order is received.)

**or**

- ☐ Special handling  
    Number of shipments \_\_\_\_\_ Date order must be completed \_\_\_\_/\_\_\_\_/\_\_\_\_

No shipments between these dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (i.e. summer, holidays, etc.)

Receiving dock available for large shipments ☐ Yes ☐ No

(Prices subject to change) Spring 2009

# BTSB Order Blank

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